

## CLAIMS

We claim:

1        1.    Method for using Microsoft Office documents in a place  
2        in collaboration space, comprising:

3                creating a document file using Microsoft Office;

4                converting said document to a hypertext markup language  
5                (html) file; and

6                saving said document file and said html file on a page  
7                in collaboration space with said html file displayed in  
8                read mode and said document file displayed in edit  
9                mode.

1        2.    The method of claim 1, further comprising the steps of:

2                at said browser, dragging and dropping said document  
3                file into said place as a template file; and

4                creating from said template file a form.

1 3. The method of claim 2, further comprising the steps of:

2 using said form to create a new Microsoft document.

1 4. Method for uploading a document into a place in  
2 collaboration space, comprising the steps of:

3 creating a document file including web form fields;

4 saving said document file;

5 importing said document file to said place;

6 upon importing said document into said place,  
7 converting said document into a web file containing  
8 hyperlinks that point to web pages.

1 5. The method of claim 4, said document being a Microsoft  
2 Office document and said web file being a hypertext markup  
3 language (html) file.

1 6. The method of claim 5, including the step of including  
2 web form fields in said document file by selecting field  
3 icons from a web tools toolbar.

1 7. The method of claim 6, said toolbar including checkbox  
2 control, option or radio button control, drop down box  
3 control, listbox control, textbox control, text area  
4 control, submit control, submit with image control, reset  
5 control, hidden control, and password control.

1 8. Method for importing a document file into a place in  
2 collaboration space, comprising the steps of:

3 presenting at a browser an interface window to said  
4 place including a new selector;

5 responsive to user selection of said new selector and  
6 an import option, displaying an import scene with an  
7 empty upload control;

8 dragging and dropping said document file to said upload  
9 control; and



3 displaying said slides in a same page together with  
4 previous, next, and zoom buttons.

1 12. The method of claim 11, further comprising the step of,  
2 responsive to selection of said zoom button, displaying a  
3 larger version of a current slide also including next and  
4 previous buttons.

1 13. The method of claim 11, said presentation file being a  
2 Microsoft PowerPoint file, and said hypertext files being  
3 hypertext markup language (html) files.

1 14. The method of claim 9, further comprising the steps of:  
2 preparing to display a plurality of data objects  
3 contained in said document file by:

4 preparing and importing into a common page at said  
5 place a separate hypertext file for each said data  
6 object, together with any included images and  
7 support files,

8           modifying said hypertext files to link to next and  
9           previous data objects within said document file;  
10          and

11          at read time, responsive to user selection of said next  
12          or previous control, issuing a uniform resource locator  
13          (url) to load and display a respective next or previous  
14          data object in sequence.

1          15. The method of claim 14, said data objects being  
2          presentation slides or spreadsheet worksheets.

1          16. The method of claim 15, said presentation slides being  
2          Microsoft PowerPoint slides, said spreadsheet worksheets  
3          being Excel worksheets, said hypertext files being hypertext  
4          markup language (html) files, and said common page being a  
5          Notes document.

1          17. A system for uploading a document into a place in  
2          collaboration space, comprising:







7 saving said document file;

8 importing said document file to said place;

9 upon importing said document into said place,

10 converting said document into a web file containing

11 hyperlinks that point to web pages.

1 20. A program storage device readable by a machine,

2 tangibly embodying a program of instructions executable by a

3 machine to perform method steps for importing a document

4 file into a place in collaboration space, said method steps

5 comprising:

6 presenting at a browser an interface window to said

7 place including a new selector;

8 responsive to user selection of said new selector and

9 an import option, displaying an import scene with an

10 empty upload control;

11 dragging and dropping said document file to said upload

12 control; and

13 responsive to receiving said document file in said  
14 upload control,  
  
15 converting said document file to hypertext files;  
  
16 displaying a document file icon in said upload  
17 control; and  
  
18 importing said hypertext files into said place.

1 21. A computer program product or computer program element  
2 for uploading a document into a place in collaboration  
3 space, according to the steps of:

4 creating a document file including web form fields;

5 saving said document file;

6 importing said document file to said place;

7 upon importing said document into said place,

8 converting said document into a web file containing

9 hyperlinks that point to web pages.